



TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information**, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: October 16, 2014

Date of Meeting: October 23, 2014

Submitted by: Acting Town Manager/Finance Director

Paul T. Micali

Department:

Time Required: 15 minutes

Speakers: Paul T. Micali

Background Info. Supplied: Yes: ☒ No: ☐

CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
Public Hearing:	<input type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	<input checked="" type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

TITLE OF ITEM

Review of 2015/16 Budget Schedule

DESCRIPTION OF ITEM

The Town Council to review the 2015/16 budget schedule.

REFERENCE (IF KNOWN)

RSA:	Warrant Article:
Charter Article:	Town Meeting:
Other:	N/A

EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

CONTACT INFORMATION

Name:	Paul Micali	Address	6 Baboosic Lake Road
Phone Number	424-7075	Email Address	pmicali@merrimacknh.gov

APPROVAL

Town Manager: Yes ☒ No: ☐ Chair/Vice Chair: Yes ☐ No: ☐

Hold for Meeting Date: _____

Memo

TO: Town Council
FROM: Finance Director/ Acting Town Manager Paul T. Micali
DATE: October 16, 2014



RE: **Review of 2015-16 Budget schedule**

In years past the Town Council met every Monday and Thursday in the month of January to discuss the budget. Last year in an effort to consolidate the budget schedule for the month, we reduced the number of meeting for the budget review of the departments from four to three. I am once again proposing the same number of meetings (3) for the budget review shown below.

January 2015	
January 8 7:00 PM	Regular Council Meeting
January 12 6:00 PM	Budget Meeting – Welfare, Public Works Administration, Highway, Solid Waste Disposal, Equipment Maintenance, Buildings and Grounds, Wastewater Treatment Fund, Parks and Recreation, Summer Day Camp
January 15 6:00 PM	Budget Meeting – Library, Assessing, Community Development, Media, Town Clerk tax collector, General Government, Proposed Issuance of Debt, Revenues
January 19- 6:00 PM	Budget Meeting - Fire, Code Enforcement, Communications, Police, Police Detail, Town Council to discuss the next steps in the budget process
January 22 7:00 PM	Regular Council Meeting
January 26 - 6:00 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
January 29- 6:00 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
January 26	Submit Following Public Notices to newspaper(s) of general circulation to be published on February 4 th for February 12 th Council Meeting (RSA 33:8-a, I / RSA 32:5, I / RSA 21:35) <ul style="list-style-type: none">• Budget Hearing• Collective Bargaining Agreement• Proposed Issuance of Debt• Petitioned Bonds• Other Petitioned Warrant Articles